

REQUEST FOR PROPOSAL -- BID #13149 -- COVER SHEET
CITY OF LITTLE ROCK
2013 NEIGHBORHOOD-BASED AFTERSCHOOL / OUT-OF-SCHOOL TIME
EXPANDED YOUTH PROGRAM SERVICES FOR LITTLE ROCK YOUTH AGES 6-11

RESPONSE DEADLINE: 4:00PM, THURSDAY, AUGUST 29, 2013

ORGANIZATION				
ADDRESS				
CITY/STATE/ZIP				
CONTACT PERSON				
TITLE				
PHONE:	FAX:	Email:		
Circle one per proposal	CENTRAL	MIDTOWN	SOUTHWEST	WEST

☐ Assurances of the following:

- Funds to be deposited in a Little Rock bank;
- Submit monthly financial and quarterly program reports to the Community Programs Dept. on designated forms;
- Adhere to City of Little Rock financial guidelines. (See Attachment B, City of Little Rock Financial Policies and Procedures revised March 2013)
- Commitment to participate in monitoring;
- Commitment to participate in technical assistance, quality programming, and training sessions, when requested;
- Submit end of contract financial, programmatic and evaluation reports to the Community Programs Dept.;
- Programs and services comply with all federal laws, including Child Labor Laws; and, are accessible by the disabled.
- Current background checks for adults working with youth. (Current within contract term.)
- Comply with Little Rock Fire Department minimum requirements.

Please submit: 1) ONE original plus eight (8) copies of the **signed** application/proposal; and
 2) **ONE budget and budget narrative in a separate sealed envelope.**

Submit both packages to: Jerry Paul, Purchasing Agent
 Little Rock Finance Department
 500 W. Markham Street, 3rd Floor
 Little Rock, AR 72201

Inclusion of budget and/or budget narrative in proposal package and not in a separate sealed envelope will result in immediate disqualification.

Each of the items below **must** be checked in the appropriate box; and, included in the proposal package:

- ☐ **All** sections completed, and presented in defined format, and sign cover sheet.
- ☐ **All** requested attachments included. **(See also Section XVI, Number 6)**
- ☐ One budget and budget narrative submitted in a separate, sealed envelope.
- ☐ Proof of 501(c)(3) not-for-profit tax status, list of board members, letter authorizing application.
- ☐ For non-501(c)(3) agencies: If using another agency's 501(c)(3); both the applicant **and** other tax-exempt agency must sign this application cover sheet. **(See also Section III, and Section XVI, Number 6)** for additional information to be provided when using another agency's 501(c)(3).
- ☐ If using another agency's 501(c)(3); applicant **and** other tax-exempt agency must sign this application cover sheet. Tax exempt agency must be responsible for the receipt and disbursement of contract funds. **(See also Section III, and Section XVI, Number 6)**
- ☐ If using another agency's 501(C)(3), the City will contract with 501(c)(3) agency.

THIS APPLICATION COVER SHEET MUST BE SIGNED AND INCLUDED AS PAGE ONE OF SUBMISSION

SIGNATURE TO ADHERE TO PROVISIONS & ASSURANCES	
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